

**CLAYTON-LE-WOODS PARISH COUNCIL**  
**MINUTES OF THE FINANCE STAFFING AND BUILDINGS COMMITTEE**  
**HELD ON MONDAY 10<sup>th</sup> OCTOBER 2017 AT 7.00PM**  
**AT CLAYTON GREEN LIBRARY**

**PRESENT:** Councillor S Fenn (Chairman)  
Councillor C Billouin  
Councillor G Charlesworth  
Councillor M Clifford  
Councillor R Ormston

**IN ATTENDANCE:** Councillor Mrs G Ormston  
Councillor J Cronshaw  
Mrs TD Morris (Clerk)

**17.46 APOLOGIES**

Apologies were received and accepted from Councillors C Bromilow and P Gabbott.

**17.47 DECLARATION OF INTEREST**

Councillor M Clifford declared an interest as a member of the Wild Life Trust.

**17.48 TO APPROVE THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> SEPTEMBER 2017**

It was **RESOLVED** to approve the minutes of the meeting held on 4<sup>th</sup> September 2017 which was duly signed by the Chairman.

**17.49 MATTERS ARISING**

**17.43 Clayton-le-Woods Bowling Club**

It was noted that the remedial work had been completed at the expense of the Bowling Club.

The security code had been supplied by the Bowling Club.

The Chairman stated that he had arranged a meeting with a contractor to look at the annual maintenance requirements, but the contractor had not attended the meeting.

**ACTION**

It was requested that if any member knew of a reputable general contractor to contact Councillor Ormston.

**17.50 REVIEW OF BDO ANNUAL REPORT**

The members were provided with the Annual Return from BDO for their scrutiny.

The Clerk outlined that the council had two main comments which related to the late submission of the data and the knock-on effects of informing the residents of their rights to view the accounts on certain dates. This had been noted for future reference.

Clerk

**17.51 REVIEW OF CHRISTMAS LIGHT SWITCH ON 2017**

The Councillors were provided with the budget breakdown for the switch on and the proposed lighting purchase for next year (2018).

There was a detailed discussion regarding the expansion of the event which had resulted in an increased spend on some £1,800 on what was budgeted (£2,000). It was noted that some £7,000 had been released from reserves due to the settlement of the pond project at Spring Meadow which could be released to cover the increased budget.

It was agreed approve the budget for this year and review the proposed purchase of lights for 2018 at the next meeting.

Clerk

**17.52 HIRE OF TEMPORARY PREMISES**

Councillor R Ormston stated that there was still a requirement for official premises which would provide a dedicated office space, neutral posting address and an unrestrictive meeting venue. It was noted that there may be a more permanent solution in the pipeline with Cuerden Valley Trust; however, a short-term rental was an option.

The members were informed that the rental would be for an initial 6-month period of some £375.00 per month

It was agreed to recommend to the full parish council to rent an office on an initial 6-month basis an office with the option of two meeting rooms at Chorley Business Centre in Euxton.

FPC

**17.53 CONFIDENTIAL ITEMS**

No Item was deemed confidential.

**17.54 DATE OF NEXT MEETING**

The next meeting of the Finance Staffing and Buildings Committee is to be agreed at the next full council meeting.

**FPC**